



**STATEMENT OF PROCEEDINGS
FOR THE SPECIAL MEETING OF THE
LOS ANGELES COUNTY AUDIT COMMITTEE**

**KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 374
LOS ANGELES, CALIFORNIA 90012**

Wednesday, December 5, 2012

10:30 AM

AUDIO LINK FOR THE ENTIRE MEETING (12-5851)

Attachments: [AUDIO](#)

Present: Member Nedra Jenkins, Member Francisco Chabran,
 Member Lisa Mandel and Member Michelle Vega

Call to Order. (12-4982)

Nedra Jenkins called the meeting to order at 10:35 a.m.

I. ADMINISTRATIVE MATTER

1. Approval of the September 5, 2012 meeting minutes. (12-4981)

On motion of Michelle Vega, seconded by Lisa Mandel, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

2. **II. OLD BUSINESS**

Trinity Youth Services, Sites: El Monte, Apple Valley, Yucaipa, and Norco, Contract Compliance Monitoring Reviews (9/30/11) (Continued from meeting of 11/2/11, 2/1/12, 3/7/12, 8/1/12, 9/5/12 and 12/5/12). (11-4653)

Michael McWatters, Auditor-Controller, reported that a draft fiscal review is in progress and a formal update will be presented at the next meeting. In the meantime, he will send an informal update to all members via email after the meeting.

By Common Consent, there being no objection, this item was continued to March 6, 2013.

Attachments: [SUPPORTING DOCUMENT - PROB REPORT](#)

3. Murrell's Farm and Boys Home Contract Compliance Monitoring Review (9/27/11) (Continued from meeting of 2/1/12, 3/7/12, 8/1/12, 9/5/12 and 12/05/12). (11-5058)

Michael McWatters, Auditor-Controller, reported that the Department of Children and Family Services has been notified of the excessive cash withdrawals from the agency and although there have been some improvements, there will be a continued review of the agency's cash practices.

Nedra Jenkins questioned the set timeframe for the completion of reports.

Maria Becerra, Auditor-Controller, stated that the execution of reports varies and depends on the process needed.

Mr. McWatters advised that the fiscal review has been completed and preliminary findings will be presented at the next Audit Committee meeting.

By Common Consent, there being no objection, this item was continued to March 6, 2013 to allow Auditor-Controller to report back on preliminary findings for the fiscal review.

Attachments: [SUPPORTING DOCUMENT - SEPT. 2011 DCFS REPORT](#)
[SUPPORTING DOCUMENT - SEPT. 2012 DCFS REPORT](#)

4. Little People's World, Inc. - A Group Home Foster Care Contract Provider - Fiscal Review (Continued from meeting of 2/1/12, 3/7/12, 8/1/12, 9/5/12 and 12/05/12). (12-0165)

Diana Flaggs, Department of Children and Family Services (DCFS), stated that the Department of Auditor-Controller has been working with the agency to determine their ability to repay delinquent payroll taxes, while doing so, they discovered that the agency had increased the salary amounts of the Executive Director, his wife and daughter for more than the repaid amount. DCFS is working with the Auditor-Controller to create a formal exit on the issue so that a draft report can be used to determine whether the agencies contractual relationship will continue.

Nedra Jenkins asked that DCFS have the recommendation before the next meeting.

In response to Lisa Mandel, Ms. Flaggs confirmed that the duration of the contract was for a six month period.

By Common Consent, there being no objection, this item was continued to March 6, 2013.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)
[SUPPORTING DOCUMENT - APRIL 2012 DCFS REPORT](#)
[SUPPORTING DOCUMENT - OCT. 2012 DCFS REPORT](#)

- 5.** Children's Homes of Southern California Group Home Contract Compliance Monitoring Review (7/26/12) (Continued from meeting of 9/5/12 and 12/5/12). (12-3943)

Karen Richardson, Department of Children and Family Services (DCFS), reported that the agency has been correcting findings, including issues found by the Community Care Licensing Division (CCLD), but will be at risk of being put on hold if the issues persists.

By Common Consent, there being no objection, this item was continued to March 6, 2013.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

III. REPORTS

- 6.** Hillside Group Home Contract Compliance Monitoring Review (8/10/12) (Continued from meeting of 12/5/12). (12-5363)

Francisco Chabran instructed DCFS to provide a preliminary report from the follow up visit at the next meeting.

By Common Consent, there being no objection, this item was continued to March 6, 2013.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

- 7.** Dream Home Care Group Home Contract Compliance Monitoring Review (8/13/12). (12-4477)

Karen Richardson, DCFS, reported that the agency has corrected the issues found and cited by CCLD.

On motion of Lisa Mandel, seconded by Francisco Chabran, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

8. Cunningham's Group Home Contract Compliance Monitoring Review (8/13/12). (12-4479)

Michelle Vega questioned DCFS regarding children not being enrolled in school in a timely manner and what was being done to resolve the issue.

Karen Richardson, DCFS, reported that the social worker is aware of the school enrollment process and timeframe. She will evaluate the current process to ensure all children are enrolled and attending school. Discussion on timely school enrollment and the implementation process ensued.

Francisco Chabran introduced the Special Incident Reports (SIR) and Needs and Services Plan (NSP) issues and questioned whether a universal resolution versus an individual one could be applied.

Ms. Richardson reported that training for all providers has been implemented. Ms. Richardson assured Lisa Mandel that Social Workers and Group Homes are required to communicate with each other when a child has not been enrolled in school.

Nedra Jenkins requested this item be referred to the Children's Cluster for review.

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed and referred to the Children's Cluster for review.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

9. Perfect Image Youth Center Group Home Program Contract Compliance Monitoring Review (8/14/12). (12-4451)

Karen Richardson, DCFS, reported that as a result of the agency's lack of compliance with recommendations, the contract was not renewed.

On motion of Lisa Mandel, seconded by Francisco Chabran, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

- 10. T & T Home for Boys Group Home Contract Compliance Monitoring Review (8/16/12). (12-4449)**

Michelle Vega questioned the follow up process between agency staff and social work staff. Karen Richardson, DCFS, reported that agency staff and social work staff should be in contact with each other at least once a month or more depending on whether pressing issues exist.

Nedra Jenkins questioned if a complaint tracking system is in use. Ms. Richardson stated that on certain issues providers choose not to identify social workers for fear of retaliation however there are others that will follow through with the complaint. Therefore, a formal complaint tracking system is not in use.

In response to Nedra Jenkins, Ms. Richardson confirmed that each child has one assigned Social Worker.

Michelle Vega asked what type of communication method is required. Ms. Richards explained that it was left to the discretion of the individuals.

Diana Flaggs, DCFS, stated that the communication system between the group home staff and social work staff identifies a child's needs and services. Ms. Flaggs, further added that one of the reasons why group homes fail to use a complaint process is for fear of child removal, which could lead to reduced financial stability.

Lisa Campbell-Motton, Probation Department, reported that volunteer Probation Officers have been placed in a few group homes to improve communication between the group home staff and social work staff and for quality assurance purposes.

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

- 11. Olive Crest Residential Treatment Facility Group Home Contract Compliance Monitoring Review (8/21/12). (12-4453)**

On motion of Lisa Mandel, seconded by Francisco Chabran, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

12. Rosemary Children's Services Group Home Contract Compliance Monitoring Review (8/22/12). (12-4450)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

13. Teens Happy Home Group Home Contract Compliance Monitoring Review (8/23/12) (Continued from meeting of 12/5/12). (12-4445)

Francisco Chabran instructed Karen Richardson, DCFS, to report back on findings resulting from an investigation conducted of the agency. Ms. Richardson was also asked to provide updates of this agency at future meetings.

By Common Consent, there being no objection, this item was continued to March 6, 2013 to allow DCFS staff to report back.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

14. Macro Homes, Inc., Group Home Contract Compliance Monitoring Review (8/27/12). (12-4481)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

15. Personal Involvement Center, Inc. - A Department of Mental Health and Department of Children and Family Services Contract Service Provider - Contract Compliance Review - Fiscal Years 2009-10 and 2010-11 (8/30/12) (Continued from meeting of 12/5/12). (12-4161)

Lisa Mandel and Nedra Jenkins posed questions regarding the agency's fiscal viability. Don Chadwick and Elaine Boyd, Auditor-Controller, reported that the financial plan has not been submitted by the agency. The Department of Mental Health (DMH) will help with lease specifications, including the facility's floor plan, in an effort to determine the accuracy of alleged lease charges by the agency.

Bryan Mershon, DMH, was asked to contact the Head District Chief for this contract and email all Committee members with an update.

Diana Flaggs, Department of Children and Family Services (DCFS), stated

that the agency will have until the end of next week to submit the financial plan, which will then be ready for review by the Auditor Controller.

Nedra Jenkins instructed DCFS and Auditor-Controller staff to report back with findings and provide the Children's deputies with updates.

By Common Consent, there being no objection, this item was continued to allow DCFS and Auditor-Controller staff to report back.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

16. Junior Blind of America Group Home Contract Compliance Monitoring Review (9/4/12). (12-4454)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

17. Heritage Group Home Contract Compliance Monitoring Review (9/4/12). (12-4475)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

18. Washington-Hancock Home for Girls, Inc., Group Home Contract Compliance Monitoring Review (9/4/12). (12-4482)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

19. Sand Hill Group Home Inc., Group Home Contract Compliance Monitoring Review (Second District) (9/4/12) (Continued from meeting of 12/5/12). (12-4524)

Karen Richardson, DCFS, reported that findings have been accepted by the agency and are reflected in the Corrective Action Plan (CAP). The next scheduled visit for the agency will be made during the month of December 2012.

Nedra Jenkins expressed concern about the protocol for children that appear to be missing before they are reported as absent without leave

(AWOL) and instructed Ms. Richardson to report back with the duration the child was missing from this facility and not reported as AWOL.

By Common Consent, there being no objection, this item was continued to March 6, 2013.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

20. Department of Children and Family Services - Foster Family Agency Program Monitoring - Second Status Report April 1, 2011 through July 31, 2012 (9/13/12). (12-4513)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

21. Probation Department Juvenile Camps - Department of Justice Settlement Agreement Monitoring for March 1, 2012 through May 31, 2012 - Sixth Status Report (9/14/12). (12-4520)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

22. Paragon Center Group Home Contract Compliance Monitoring Review (9/17/12). (12-4753)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

23. Moore's Cottage Group Home Contract Compliance Monitoring Review (9/24/12) (Continued from meeting of 12/5/12). (12-4848)

Karen Richardson, DCFS, stated that the agency was placed on a temporary hold following an August review; a report will be available at the next Audit Committee meeting.

Francisco Chabran expressed concern about findings that described children not receiving dental and psychiatric assistance and instructed Ms. Richardson to email all Committee members with an update of this matter.

By Common Consent, there being no objection, this item was continued to March 6, 2013.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

24. South Bay Bright Future Group Home Contract Compliance Monitoring Review (10/3/12) (Continued from meeting of 12/5/12). (12-4836)

At the request of Francisco Chabran, DCFS will report back on the dental assessments and on the children's awareness of their rights in reference to psychotropic medication.

On motion of Lisa Mandel, seconded by Francisco Chabran, this item was continued to March 6, 2013.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

25. O'Conner & Atkins Home Group Home Contract Compliance Monitoring Review (10/4/12). (12-4839)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

26. Lifecircle Group Home Contract Compliance Monitoring Review (10/5/12). (12-4285)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

27. Penny Lane Group Home Contract Compliance Monitoring Review (10/5/12) (Continued from meeting of 12/5/12). (12-4837)

Committee members expressed concern regarding an incident in which a child that was sexually assaulted by another child at the facility was not removed from the premises.

Karen Richardson, DCFS, was instructed to report back with protocols set by DCFS for incidents that involve children being assaulted, sexually or physically, by other children in the same facility.

By Common Consent, there being no objection, this item was continued to March 6, 2013.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

28. West Covina Group Home Contract Compliance Monitoring Review (10/5/12). (12-4843)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

29. B & I Group Home Contract Compliance Monitoring Review (10/9/12) (Continued from meeting of 12/5/12). (12-5377)

Francisco Chabran requested that the review of the agency be executed prior to March 2013 and instructed Karen Richardson, DCFS, to report back with preliminary findings.

By Common Consent, there being no objection, this item was continued to March 6, 2013

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

30. Hathaway-Sycamores Children and Family Services Group Home Contract Compliance Monitoring Review (10/10/12). (12-4840)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

31. Aviva Family and Children Services Group Home Contract Compliance Monitoring Review (10/10/12). (12-4841)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

32. Youth Services Network Contract Compliance Monitoring Review (10/22/12). (12-5378)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

33. Garces Residential Care Services Group Home Contract Compliance Monitoring Review (10/31/12). (12-5379)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

34. Gateways Hospital and Mental Health Center - A Department of Mental Health and Department of Children and Family Services Provider - Contract Compliance Review - Fiscal Years 2010-11 and 2011-12 (11/7/12). (12-5518)

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

IV. DISCUSSIONS

35. Comprehensive Schedule of Audits and Results for DCFS Group Home and Foster Family Agency Contractors. (12-5559)

Michelle Vega inquired about the frequency in which audits are conducted. Michael McWatters, Auditor-Controller, provided a brief timeline process to follow for audits and reported that an average audit takes approximately six months to complete.

Mr. McWatters was asked to provide Committee members a copy of the risk based audit schedule, utilized for audits.

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

36. Probation Group Home Monitoring Report. (12-5393)

Lisa Campbell-Motton, Probation Department, reported that the second cycle of monitoring reports has concluded and is in the final review process before release. She added that the group home template was revised with the assistance of DCFS making them shorter and easier to comprehend. In the future, they will be focusing on areas of non-compliance. Two group homes, Ettie Lee and Ashe Inc., aka Aiming High have renewed their contracts on a month to month basis.

On motion of Lisa Mandel, seconded by Michelle Vega, this item was received and filed.

- 37.** Status of FFA and GH form contract language dealing with Compensation (Continued from meeting of 12/5/12). (12-5522)

Michael McWatters, Auditor-Controller, reported that work is being executed in conjunction with DCFS staff with regard to excessive compensation and they are using a survey created by the Child Welfare League of America to revise the language in the contract for group homes and foster family agencies (FFA).

Diana Flaggs, DCFS, reported that Bruce Saltzer of the Association of Community Human Service Agencies (ACHSA) is dissatisfied with the usage of the Child Welfare League of America's standards for excessive compensation.

By Common Consent, there being no objection, this item was continued to March 6, 2013.

- 38.** Status of Review of Institute for Black Parenting Financial Viability Issues (Continued from meeting of 12/5/12). (12-5523)

Michael McWatters, Auditor-Controller, reported that the issue with Institute for Black Parenting is their ability to pay back a large federal income tax debt. Mr. McWatters stated that Attorney, Theodore Egans, whom is filling in as an Executive Director has submitted a corrective action plan specifying their operations to ensure solvency.

Diana Flaggs, DCFS, reported that currently they are not paying rent however a lease for a new facility has been signed. In addition to the fiscal issues, building and safety concerns with the new facility have not been addressed. Due to their non-compliance, the new facility has not obtained licensing, the current contract is on a month-to-month basis and on a do not refer hold. Their contract is also being reviewed to determine if a future relationship would be suitable. Ms. Flaggs added that the California Department of Social Services Foster Rate Bureau is in the process of terminating Institute for Black Parenting's foster family rate for failing to submit their audited financial statement for the year 2010 in a timely manner. Their 2011 Audited Financial Statement reflected the same issues from previously submitted audited financial statements.

Discussion ensued on how the County should proceed in light of the action taken by the State.

Nedra Jenkins requested this matter be referred to the cluster meeting for

discussion on a transition plan and timeline. Ms. Jenkins also requested a report back at the next Audit Committee meeting.

On motion of Lisa Mandel, seconded by Michelle Vega, this item was continued to March 6, 2013 and referred to the Children's Cluster for review.

V. MISCELLANEOUS

- 39. Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (12-5025)**

Lisa Mandel expressed concern with the quality of care provided to out-of-County placements and questioned whether these types of placements are necessary for reasons other than keeping the children near their families. Karen Richardson, DCFS, was asked to provide a count of such placements at the March 6, 2012 meeting.

- 40. Public Comment. (12-5002)**

No member of the public addressed the Committee.

- 41. Adjournment. (12-5004)**

There being no further business to discuss, the meeting adjourned at 11:55 a.m.